

CITY OF LOWELL
Job Description
Please Post: November 4, 2016
Deadline: November 18, 2016
Police Department
Program Manager - Grant Funded

Job Title: *Program Manager - Grant Funded* (1100-DH05, 2346)
Department: Police Department, Administrative Division
Reports To: Director of Research & Development and other designated personnel
FLSA Status: Exempt
Union: Non-Union/ Ordinance
Salary: \$55,166.80 (min) to \$64,723.88 (max) annually.

SUMMARY

The Program Manager will be responsible for managing and maintaining all federal and state grants for the Police Department. This includes ensuring each grant is in compliance with regulations. In addition, the program manager will explore funding options, develop and implement programs, and assist in writing grant applications. This person must be a very organized and self-motivated individual.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Thorough understanding of state and federal grant fiscal and programmatic requirements;
- Monitor \$3-5 million in grant funding each year.
- Complete and submit timely reports to funding agencies;
- Write and submit all program and budget modifications for grant funded projects;
- Build and maintain relationships with other city agencies and local social service agencies;
- Facilitate meeting between Police Department and partners for various projects to ensure progress and proper expenditures;
- Work closely with Command Staff members from both the Police and Fire Departments on various grant funded programs.
- Collect monthly reports from project partners;
- Prepare quarterly reports;
- Prepare contract request forms from sub-contractors;
- Work closely with LPD and LFD Finance Department and the City Law Department;
- Explore new funding options;
- Create new programs and obtain funding to implement programs;
- Assist in the writing of grants;
- Knowledge in the use of social media platforms such as Instagram, Facebook, YouTube, Twitter and Snapchat;
- Work on special projects as assigned by Public Safety Research and Planning Director or the Superintendent of Police;

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelors Degree required;
- Bachelors Degree in Criminal Justice, Business Administration or related field from an accredited College or University.
- Master's Degree preferred;
- Understanding of State and federal funding cycles;
- Strong writing skills required;
- Ability to understand budget procedures, including grant modification and procurement statutes;
- Experience in researching topics to identify best practices;
- Knowledge of routine police practices and procedures;
- Ability to analyze data and verify information;
- Computer experience in the following software required: MS Word, Excel, Power Point, Publisher, Outlook and Access.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to read and interpret documents and financial reports. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Ability to create databases and conduct statistical evaluations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job

include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline November 18, 2016. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer